

City of Las Vegas

Statement of Qualifications (SOQ)

Policies & Procedures

January 2012

The following outlines the policies and procedure to be used on evaluating and ranking consultants for the Statement of Qualifications (SOQ) process for professional services.

Purpose

The purpose of the Statement of Qualifications (SOQ) Process is to allow the Department of Public Works to solicit and retain professional services according to specific project requirements. It is intended that the process be

- open, objective and equitable;
- reliable in selecting the best candidate under the circumstances;
- flexible; and
- uncomplicated.

Service Categories

The Department of Public Works may, as required, seek expertise and/or assistance from consultants in one or more of the following service categories or others as deemed necessary:

Engineering Services

Roadway Engineering
Traffic Design Engineering
Flood Control Engineering
Sanitary Sewer Engineering
Wastewater Treatment Plant Design
Geotechnical Engineering
Construction Management – Engineering
Material Testing and Inspection
Subsurface Utility Engineering (SUE)

Architectural Services

Parks/Landscape Design
Buildings
Construction Management – Architectural

Services impacted by State certification for engineers, architects, landscape architects and land surveyors by respective licensing boards per SB 268. (See “Rating Forms” subsection below.)

Firms interested in providing services in these categories must be the prime consultant for the services provided and are normally required to perform at least 50 percent of the work at their local office.

Service categories not listed may be solicited through a separate “Request for Qualifications” (RFQ) process. Such categories include but are not limited to: Land Surveying, Environmental

Field Services, Structural Engineering, Bid-ability and Constructability Review (Engineering and Architectural), Special Improvement District (SID), Building Commissioning, Mechanical/Electrical/Structural-Buildings, Partnering Facilitators and NEPA.

Firms must choose to be on either the large contract list (\$400,000 and above) or small contract list (less than \$400,000) for the following service categories: **Roadway Engineering, Traffic Design Engineering, Flood Control Engineering, Sanitary Sewer Engineering and Construction Management (Engineering).**

Statements of Qualifications & Evaluation

The following outlines the steps that the Department of Public Works will take to qualify, evaluate and rate consultants based on a Statement of Qualification (SOQ) package submitted by the consultant.

1. **SOQ Cycle:** Once every two years, beginning at the start of the fiscal year (July 1st) on even numbered years, the Department of Public Works will rank and certify the Statement of Qualifications (SOQ) from prospective firms for the new two-year cycle.

SOQ ranking will be posted on the City's Public Works website at <http://www.lasvegasnevada.gov/Government/publicworks.htm> under "Related Links".

2. **Evaluation Teams:** For each service category, a group of three to four evaluators will evaluate and rank all SOQs for that service category. The evaluators may consist of City staff as well as personnel from other governmental entities who have experience and expertise in the specific service category.

Each evaluator will independently, without discussion and without minutes, rate each firm by service category. These individual ratings will be combined to form the firm's rating sub-total based on 90-points. Past Performance Adjustment (plus or minus up to 10-points) will be added or subtracted to the subtotal based on previous performances.

The final SOQ score (based on 100-points) will form the basis for rating the firm's qualifications for upcoming contracts.

3. **Rating Forms:**

The Rating Forms used by the evaluators has them check for the inclusion of Form F "Minimum Requirements", which requires the following:

- indicate that it will use the applicable City of Las Vegas' Professional Services Agreement without amendment
- agree to provide the City with cost and pricing information in sufficient detail if the firm is selected for a possible contract award;
- state its compliance to NRS Chapters 623, 623A, 624 or 625 where properly licensed firms are required for provided services within the State of Nevada;
- agree to have a project manager agreeable and available during the contract term with the City;
- is capable of providing the services defined in the Service Categories including, if required, signing and sealing construction documents for permitting;
- recognizes that once the State certification of eligibility for engineers, architects, landscape architects and land surveyors per SB268 takes affect through the

respective licensing boards, firms that do not attain the certification will receive a five (5) point deduction to their overall ranking score.

The Rating Form also rates the firms for:

- The establishment and duration of a business enterprise/experience and qualifications of staff.
- The firm's equipment resources available for the service.
- The firm's project experience within the last five years as it relates to the service category.
- The firm's project management philosophy and project approach including identification of budgeting, scheduling, and quality control processes as practiced by the firm as well as the firm's ability to respond under limited notice as needed in local emergency situations.
- The firm's Past Performance based on performance evaluations (see next section) completed by Public Works' staff during professional service agreements in the five preceding years with the city.

Performance Evaluations During Agreement Period

Firms who have professional service agreements over \$25,000 with the City of Las Vegas will be evaluated based on that work performed for the City. This process is intended to:

- inform consultants of their performance as a firm, project manager and services.
- allow the firm the opportunity to make adjustments/corrections.
- provide greater insight when the consultant is being considered for another project selection.

Performance evaluations are completed during the course of a project or assignment. The performance evaluations for lead designers occur at 70% design, 100% design and 100% project completion. Evaluations for all other types of professional services occur at 50% and 100% completion of the assignment or task. The performance evaluations assess, as applicable:

- Design quality and program needs
- Accuracy, completeness, competency, and coordination of the documents
- Project budget and consultant fee, including any requested fee revisions
- Project schedule
- Consultant design team

Performance evaluations are mailed to the office manager or principle of each firm once they are completed by the Department of Public Works. Consultants can then request a meeting to discuss and review the results of the evaluations.

Performance evaluations are kept for five years and are used 1) biennially, to adjust the total SOQ score/ranking by category, and 2) as information to consider in making project assignment selections.

Ranking

Based on the ratings, firms will be ranked (from highest rating to lowest rating) within each service category. Firms receiving less than 70-points in Grand Total scoring will not be considered for selection and will be notified in writing.

**City of Las Vegas
Statement of Qualifications Rating Form**

Consultant No.: _____ | **Evaluator:** _____

Firm's Name: _____

Service Category: _____ | **Date:** _____

Pre-Evaluation Checklist

Please place a **"Y"** (Yes) or **"N"** (No) next to each item below indicating whether the SOQ submittal contains the indicated forms meeting the minimum requirements for a full review. **Submittals that do not include Forms F and G will not be considered.**

Form F - "Minimum Requirements"

Form G - "Certificate of Disclosure of Ownership/Principals"

Evaluation Scoring (Please rate independently - do not discuss with fellow evaluators)

1. Establishment and Duration of a Business Enterprise / Experience and Qualifications of Professional, Technical and Other Key Staff Members (CLV Forms A, B, C, H and Resumes)

Length of time the firm has been in business. Demonstrates that staffing levels are consistent with a successful office business in the State of Nevada. Professional, technical and key staff members' educational, professional credentials and overall work experience (especially work completed in Clark County, Nevada) are consistent with team member duties and level of responsibility.

Total (40 points maximum)

2. Firm's Equipment Resources (CLV Form D - including CLV Form E for Geotech)

The firm has available the type of office and field equipment necessary to successfully perform the services to be provided.

Total (10 points maximum)

3. Firm's project experience within last 5 years as it relates to the service category (CLV Form H and attached Project Highlights)

The firm demonstrates successful experience with at least five recent projects located in Clark County, Nevada - directly related to the typical size and scope of the service category. Ideally, the scope would require knowledge of all applicable local codes, policies, and procedures to successfully complete the project. Score fewer points for fewer than five projects, projects completed outside of Clark County, project experience with peripherally related scope or for projects where knowledge of local codes, policies and procedures was not essential. May include experience of professional and key staff personnel in similar positions while working with other firms.

Total (25 points maximum)

**City of Las Vegas
Statement of Qualifications Rating Form**

4. Project Management Philosophy/ Project Approach (CLV Form I)

Philosophy and approach relating to quality control, budgeting, scheduling, monitoring, coordinating and computer software/skills to assist in those functions. Does the firm have the ability to respond under limited notice to design meetings and field visits with quick turnaround as needed in local emergency situations? Does the firm express accountability for the successful development and completion of the project? Does the firm have internal quality control procedures and hands-on project management? Has the SOQ document, itself, been carefully prepared, reviewed and presented in a professional manner?

Total (15 points maximum)

Subtotal from above (90 points maximum)

**Past performance evaluations adjustment (± 10 points)
(0 points for no past performances in particular service category)**

**Grand Total SOQ Score
(Subtotal + Past Performance adjustment = 100 points maximum)**

Once the State certification of eligibility for engineers, architects, landscape architects, contractors and land surveyors per SB268 is fully implemented through the respective licensing boards, firms that do not attain the certification will receive a five (5) point deduction from their maximum 100-points ranking score.